

WHY PAY ATTENTION TO VOLUNTEER HOURS?

- Tracking volunteer hours can help you see how much time goes into running your museum.
- Documentation of those hours can be a big part of your case for support. Potential funders often like to see volunteer investment in an organization.
- Museums can use volunteer hour data to help them say thank you to everyone who contributes time to the organization.

Volunteer numbers offer evidence of your museum's connections with the community. An institution with many volunteers has a wide network of local supporters.

You might send a note of appreciation during National Volunteer Week to everyone who gave at least a certain number of hours to the museum in the previous year.



Perhaps you list all of your active volunteers in your annual report or on a wall of fame in your museum's offices. You'll need a record of each person's hours to be sure who contributed time over the last year.

VOLUNTEERS



HOW TO DO IT

Some places use special volunteer management software. Others use spreadsheets; and some organizations rely on paper and pencil records.

If you don't have a system for collecting volunteer hours—or if you're looking for a way to upgrade your old written hour logs—our downloadable Volunteer Workbook is an easy solution.



The Workbook is formatted for up to 100 volunteers.



Each volunteer has one tab. Click on that tab to record the volunteer's hours each time the person is on site or does remote volunteering.



There's space for every day of the month, every month of the year. Each person's tab keeps a running total of hours contributed during the year.



The volunteer tabs automatically populate a monthly volunteer hours summary.



Plus, the Workbook gives you one centralized place to keep basic contact information for each volunteer.

DOWNLOAD THE VOLUNTEER WORKBOOK:

<https://wilkeningconsulting.com/wp-content/uploads/2025/03/Complete-Volunteer-Management-Workbook-for-up-to-100-Volunteers.xlsx>